



United States
Department of
Agriculture

FMD 06-003

FEB 24 2006

TO: All FMD Cooperators

SUBJECT: Use of Special Advance Payments

Farm and Foreign
Agricultural
Services

Foreign
Agricultural
Service

1400 Independence
Ave, SW
Stop 1042
Washington, DC
20250-1042

BACKGROUND:

Historically, cooperators with foreign offices were required to include SAPRs as a deduction in their calculations when determining the appropriate level for a revolving fund operating advance. The level of the operating advance fluctuated over time based on these calculations. If warranted, cooperators could request an increase in their operating advance. In other cases, cooperators were required to reduce their operating advance and repay FAS.

POLICY:

Due to the significantly low level of forward funding in the Cooperator program, FAS cannot authorize any increases in operating advances. As a means of addressing this issue, FAS will no longer require Cooperators to include SAPRs in the operating advance calculation. All Cooperators are eligible to submit SAPRs and encouraged to do so, when appropriate [ref. 7 CFR 1484.57 (a), (b)].

PROCESS:

FAS has developed an automated process for Cooperators to submit special advance payment requests (SAPR). All SAPR must be liquidated within 90 days from the date of receipt and maintained in an interest-bearing account. On the 91st day, any unexpended portion of the advance must be returned to FAS in the form of a check made payable to CCC along with any interest earned during the 90-day period. FAS will not make special advance payments to any Cooperator where a special advance is outstanding from a prior year.

To request a SAPR, please follow the instructions provided below.

- (1) Create a reimbursement claim using the On-line Reimbursement Interface (<http://www.fas.usda.gov/cooperators.html>). (For details on how to create an on-line reimbursement claim login to the On-line Reimbursement Interface. Click on the "Reimbursement Handbook" link located on the left side of the screen under the header "Quick Links".)
- (2) Select the activity, region/country, market country from the list boxes on the screen and enter the amount of your advance request in the "Enter the Amount" text box. Select the **SAPR** cost category from the Cost Category list box to identify the line item in the reimbursement claim as a special advance request. You may include other non-SAPR expense line items in the same reimbursement claim.

To offset (liquidate) the SAPR, please follow the instructions provided below.

- (1) Create a reimbursement as noted above and select the activity number of the SAPR that was requested in an earlier reimbursement claim along with the region/country, market country from the list boxes on the screen. Enter the amount you want to offset as a negative number using a minus sign in the "Enter the Amount" text box.
- (2) On the next line(s) select the SAPR activity information using the list boxes as noted above, AND indicate how the SAPR funds were actually spent by selecting one of the nine cost categories from the Cost Category list box on the screen. Enter the amount as a positive number in the "Enter the Amount" text box.
- (3) In the column labeled SAPR Offset, click the Toggle link to change the letter in the column to a "Y" to indicate the line item is an SAPR expense. The net sum of the negative offset amount and the actual SAPR expenses is zero. The SAPR line items will reduce your SAPR balance and prevent duplicate payment of the SAPR activity. (Note: If you enter an offset amount that is greater than your SAPR balance, the computerized accounting system will process as a regular expense the amount that is in excess of your SAPR balance.)

An alternate method you may use to enter expense line items including SAPR requests and SAPR expenses is to cut and paste the activity information as noted above from a spreadsheet and insert it into the data entry box located on the On-line Reimbursement screen. For examples of an SAPR request and expense line item see the attached document.

Please contact the Marketing Operations Staff (202 720-4327) regarding any technical issues with the SAPR.



DENISE HUTTENLOCKER
Director
Marketing Operations Staff

Attachment

Special Advance Payment Request Reimbursement Claim

View Line Items - Microsoft Internet Explorer provided by International Support Services

File Edit View Favorites Tools Help

Reimbursement Handbook
View Activity Status Report
Allocation Balance Report
Log Out

Program: FMD

View Claims Add new line item(s)
Only draft line items will be submitted with the claim. Click "Delete" in the Action column to delete a line. Scroll down or click above to add new line items. When line items are complete submit the claim from the View Claims page. Special Advance Payment Request (SAPR) Instructions

Activity Code	Market	Cntry	Cost Category	Amount	SAPR offset	Status	Action
Claim Total:				314.00			
F01AX10199	WORLD	FR	SAPR	200.00		Draft	Delete
F01AX10199	WORLD	FR	SLRY	50.00		Draft	Delete
F01AX10199	WORLD	FR	SLRY	20.00		Draft	Delete
F01AX10199	WORLD	FR	SLRY	21.00		Draft	Delete
F01AX10199	WORLD	FR	SLRY	23.00		Draft	Delete

Compose New Line Item

You can use this tool to compose a line item and write it to the data entry box below. After selecting an Activity/Market, you can click on "View Region Info" to see acceptable Market Countries. Paste one or more line items with the "Paste Line Item" button, then click the "Save Line Items" button below.

Select the Activity/Market from the list of approved budgets: F01AX10199-WORLD View Region Info

Select the Market Country: Afghanistan (AF)

Select the Cost Category: Compensation & Allowances (SLRY)

Enter the amount:

Paste Line Item

Add Line items Data

Use the "Compose Line Item" button to add new line items from a 5 column list. Shows (SHOWS)
Special Advance Payment Request (SAPR)
Technical Assistance (TECH)
Trade Development (TRD)


Special Advance Payment Request inserted into the reimbursement claim.


Special Advance Payment Request Cost Category

Special Advance Payment Offset Reimbursement Claim

http://199.129.100.25 - View Line Items - Microsoft Internet Explorer provided by International Support Services

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United Export Strategy

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You are here: View Claims / Line Items

Program: FMD

Quick Links
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[Log Out](#)

Only draft line items will be shown. Scroll down or click above claim from the View Claims page.

"Delete" in the Action column to delete a line item. In the Action column to delete a line item, scroll down or click above claim from the View Claims page.

Activity Code	Market	Cntry	Cost Category	Amount	SAPR Offset	Status	Action
F01AX10198	WORLD	FR	SAPR	-100.00		Draft	Delete
F01AX10199	WORLD	FR	PROMO	75.00	Y Toggle	Draft	Delete
F01AX10199	WORLD	FR	SPPLY	25.00	Y Toggle	Draft	Delete
F01AX14299	JA	JA	TRVL	600.00	N Toggle	Draft	Delete
F01AX10199	WORLD	FR	TRVL	400.00	N Toggle	Draft	Delete
Claim Total:				1,000.00			

The net sum of the first three line items is zero.

Special Advance Payment Offset entered in the reimbursement as a negative amount.

These two lines identify how the SAPR funds were spent.

A "Y" in the SAPR Offset Column indicates that the line item will be applied against the SAPR off set amount. "Y" is the default. To indicate the line item should not be applied to the offset item, click on the "Toggle" link to change the "Y" to "N" for no.